



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
U.S. ARMY ENGINEER DISTRICT, HONOLULU
FORT SHAFTER, HAWAII 96858-5440

CEPOH-DE (100)

5 May 2003

COMMANDER'S POLICY MEMORANDUM #13

SUBJECT: Honolulu District Employee Recognition and Incentive Awards Program

1. Purpose: To provide guidance and approval authority necessary to implement the Honolulu District's employee recognition and incentive awards program. This policy replaces Commander's Policy Memorandum #13, same subject, dated 18 Nov 02.

2. References:

- a. AR 672-20, Incentive Awards-Decorations, Awards and Honors, 29 Jan 99.
- b. Commander's Policy Memorandum, HQ POD, CEPOD-HR, 15 Apr 02, subject: Performance Awards (PA).
- c. ER 672-1-18, Incentive Awards-Decorations, Awards, and Honors, 1 Mar 95.
- d. DA Pam 672-20, Incentive Awards Handbook Decorations, Awards, and Honors, 1 Jul 93.
- e. Master Awards Calendar, <P:/pohexec/awards/annual awards.xls>
- f. [ISO Process, B15002.0, Awards.](#)

3. Commander's Intent: My intent for the District's employee recognition and incentive awards program is to generate exceptional efficiency, teamwork, performance, and leadership; greater and more frequent innovation and improvement; and higher levels of service which delights our customers. My intent is that every dollar of customer money we spend on incentive awards are tied to these areas. Moreover, when we award members of the District, I want to do so in a public forum: it is appropriate that we celebrate these events! Finally, my intent is that award recommendation and approval occur at the lowest practical level.

4. Awards Committee: An Awards Committee assists the Commander and leaders in administering this Employee Recognition and Incentive Awards Program policy. Membership in this committee is voluntary. The Committee is empowered to act on behalf of the Commander to screen employee nominations for the Employee Recognition Program awards listed herein.

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Each year, as part of the District's award budget, the Committee will receive its own budget to administer this program.

5. Employee Recognition and Incentive Awards Program Goals: The overall program goal is to link our awards program to USACE and District initiatives. We want to encourage and recognize employees who exceed standards and achieve excellence in:

- Delighting our customers. Meeting the goals of the District's 14-Point Customer Commitment Plan.
- Meeting the USACE's strategic goals of "People," "Process," and "Communication."
- Areas of individual performance.
- Areas of team performance and operating under the Project Management Business Process (PMBP).
- Continuously learning, and improving the District.
- Meeting the goals of the District's fiscal year Operations Plan (OPLAN) objectives.
- Other areas of District focus or initiative.

6. Employee Recognition Program: The Employee Recognition Program (ERP) is a part of our incentive awards program. The ERP employee awards are as follows:

a. The Lokahi Award: This award is designed to recognize those employees who put forth special effort on a day to day basis that contributes to the quality, efficiency, economy, safety, or customer service goals of the Honolulu District.

b. Employee of the Year Awards:

(1) Maika'i Loa (Excellence) Award (Leader of the Year award).

(2) Hui O'i Loa (Best Team) Award (Project Delivery Team of the Year award).

(3) Alaka'i (Leader) Award (Project Manager of the Year award).

(4) Ikaika Loa (Mighty) Award (Administrative, Professional, and Technical Employee of the Year awards).

The District will recognize awardees of the Employee of the Year Awards in a special ceremony each year. Winners of these District level awards will typically be the District's nominees for similar USACE and DOD awards in the same categories.

7. Procedures and Timeline for Employee Recognition Program Awards: [See ISO Process B15002.0, Awards, for procedures](#). Submit nomination packets for ERP awards to CEPOH-DE, ATTN: Awards Committee, in accordance with the timeline below. (This timeline is

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synchronized with POD and HQ USACE submission timelines for similar awards.) Use the nomination cover letter in the ISO process.

- a. NLT 20 Oct: Submit nominations to Division Chiefs for concurrence.
 - b. NLT 25 Oct: Submit nomination packet(s) to Awards Committee.
 - c. NLT 8 Nov: Awards Committee ranks nomination packets, and forwards the top three nominations per category to the Deputy Commander.
 - d. NLT 12 Nov: Corporate Board votes on nomination packets; one vote per category, per Corporate Board member. In the event of a tie, the Commander makes the final decision. Deputy Commander notifies Awards Committee of selection(s).
 - e. NLT 30 Nov: Awards Committee prepares awards for awardees. Schedules District awards ceremony.
 - f. NLT 15 Dec: Commander conducts District awards ceremony.
8. Incentive Awards Program: The incentive awards program includes the Employee of the Month Award program. See ISO Process B15002.0, Awards, for procedures. Department of the Army and USACE level incentive awards are now listed at the following websites:

- a. DA awards: <http://www.cpol.army.mil/permiss/53.html>
- b. USACE awards: <http://www.hq.usace.army.mil/cehr/d/calendar.htm>
(See Appendix I for the District's yearly award calendar.)

9. Leaders, supervisors, and managers are accountable to ensure employees are considered for our employee recognition program and incentive awards with absolute fairness. Ensuring the right employee is recognized for the right award at the right time is a duty of all leaders, and demonstrates support and caring of employees. Use this policy memo as a guide to reward our employees, and help me make the District ***the best place for the best people to work!***


DAVID C. PRESS
Lieutenant Colonel, EN
Commanding

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